



**CITY OF LOCK HAVEN**  
**FY 2021 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**APPLICATION INSTRUCTIONS**

**I. Introduction**

The following information is provided to assist the public and non-profit agencies to understand the COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) program and provides information as to how non-profit organizations may apply for CDBG funds from the City of Lock Haven.

**II. Overview of Program**

The Commonwealth of Pennsylvania receives an annual allocation of federal CDBG funds from the U. S. Department of Housing and Urban Development. These funds are administered by the PA Department of Community and Economic Development (DCED). DCED distributes the allocation among entitlement cities, boroughs and townships, and non-urban counties that benefit non-entitlement communities throughout the Commonwealth.

All CDBG-funded projects and programs must meet one or more of the following national objectives:

- 1) Benefit a majority of low/moderate income residents; or
- 2) Aid in the prevention or elimination of conditions of slum and blight; or
- 3) Meet a community need having a particular urgency because existing conditions pose a serious and immediate threat to the health and/or welfare of the community and no other financial resources are available to meet the need. (A condition will be considered urgent or of recent origin if it developed or became critical within the 18-month period preceding the application).

**III. Eligible Activity Categories**

The following provides a list of activity categories that are eligible for funding under the CDBG program. Please note that each category is subject to very specific limitations.

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|---|--|
| ◆ Acquisition of real property              | ◆ Rehabilitation and preservation activities |
| ◆ Public facilities and improvements        | ◆ Disposition of real property               |
| ◆ Public services                           | ◆ Clearance activities                       |
| ◆ Loss of rental income (due to relocation) | ◆ Relocation assistance                      |
| ◆ Housing services                          | ◆ Code enforcement                           |
| ◆ Construction of housing                   | ◆ Privately owned utilities                  |
| ◆ Special Economic development              | ◆ Homeownership assistance                   |
|   | ◆ Microenterprise assistance                 |





**Only non-profit agencies, public or private, with current 501 (c) (3) or (4) non-profit status are eligible to apply for CDBG funds.**

#### **IV. Application Due Date from Non-Profit Agencies**

Applications are due no later than Friday, July 30, 2021 at 4:00 PM. Please submit one (1) original hard and one (1) digital grant application to: Abigail Roberts, Planner & Development Coordinator, Lock Haven City Hall, 20 East Church Street, Lock Haven, PA 17745.

If you have questions or would like technical assistance or guidance in completing this application, please contact Abigail Roberts at 570-893-5903, [aroberts@lockhavenpa.gov](mailto:aroberts@lockhavenpa.gov).

**PLEASE NOTE: The City of Lock Haven Planning Office will not accept applications after the posted deadline. Applications postmarked by July 30, 2021 will be accepted.**

The City's CDBG allocation for FY 2021 is estimated at \$322,441.00. This is a competitive application process for limited funding. The CDBG Program regulations mandates that only 15% of the City's CDBG allocation may be used for Public Service activities.

**PLEASE NOTE: Applicants that submit an eligible request are not guaranteed an award.**

If you would like a digital copy of this application, please email [aroberts@lockhavenpa.gov](mailto:aroberts@lockhavenpa.gov).



## FY 2021 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM SCHEDULE

Wednesday, June 9, 2021	Application Packets Mailed to Known Non-Profit Agencies
Wednesday, June 23, 2021 10:00 A.M.	Interested Applicants Session via Zoom
Friday, July 2, 2021	First Public Hearing Notice Publication Date
Monday, July 12, 2021 6:30 P.M.	First Public Hearing
Friday, July 30, 2021	Deadline for Receipt of Non-Profit Agency Applications
Monday, August 16, 2021 7:00 P.M.	Work session with City Council
Friday, September 17, 2021	Final Public Hearing Notice Publication Date
Monday, September 27, 2021 6:30 P.M.	Final Public Hearing
Monday, October 18, 2021*	Final Application Approval by City Council (Resolution)
Thursday, October 21, 2021	Application Submission to DCED
Thursday, October 28, 2021	Deadline for submission of application to DCED

\* Denotes formal action by Lock Haven City Council

Meetings will be held using video conference under Act 15 of 2020 that enables local government agencies to hold remote meetings during the ongoing state emergency declaration during the pandemic; unless otherwise noted or specifically advertised at another location. All public hearing will be broadcasted to the City's Facebook page and YouTube channel.

If the state of emergency is rescinded, public hearings will be held in the following location:

Lock Haven Council Chambers  
First Floor, City Hall  
20 East Church Street  
Lock Haven, PA 17745

Public notices will reflect the location of the respective public hearing.



## IMPORTANT INFORMATION RELATIVE TO APPLICATION

1. Successful applications may be funded for less than the amount requested based on the number of applications received which are for eligible projects.
2. Funding provided by this process will be awarded for the FY 2021, however, no contracts can be executed until the City has completed any necessary environmental assessments and executed a contract with DCED. Please be aware that the City generally receives its contract from DCED around May or June of the following year. You will be notified in writing once the City receives its contract from DCED as to when we can execute your contract and the amount of the award.
3. All interested applicants will be invited to an informational session on Wednesday, June 23, 2021 at 10:00 A.M. The purpose of this session will be to answer questions about the CDBG program and non-profit application. Other arrangements can be made if an interested applicant is not available during the scheduled time.

The zoom link for this session is as follows:

<https://us04web.zoom.us/j/6657054087?pwd=Zkx4L2JlYkh1c2hTMUU0S1dEUHFwUT09>

4. Nonprofit agencies must have an active Board and must submit a list of the current Board Members and a copy of their bylaws with the application.
5. Applications must be signed by the Chair or President of the Board. In the case of an application submission by a department of a community service organization, the application must be signed by the Director or Chief Executive Officer of the organization.
6. All applications must be bound with clips. Please do not staple, bind, secure with rubber bands, or put your application in a folder or notebook.
7. Each applicant must submit one (1) original application that must contain original signatures and one (1) digital application.
8. **All Applications must be received by the City Planning Office no later than 4:00 PM on Friday, July 30, 2021. Applications postmarked by July 30, 2021 will be accepted.**
9. If you have questions or would like technical assistance or guidance in completing this application, please contact Abigail Roberts, Planner & Development Coordinator, at 570-893-5903 or [aroberts@lockhavenpa.gov](mailto:aroberts@lockhavenpa.gov).



## APPLICATION PREPARATION

All forms (attachments and exhibits) must be completely filled out according to instructions.

The following information **MUST** be provided in the format indicated below:

- Cover Letter
- Completed Application
- Certification with attachments
- Statement of Applicant

If an area does not apply, state N/A. Do not leave a question blank.

All Exhibits and Attachments must be typed, letter size (8 ½ x 11).

**ACCEPTANCE OF TERMS:** By submitting an application, the applicant accepts all terms, conditions, and requirements of this application. The applicant's proposal will become part of the grant agreement in the event the applicant is awarded funds. The applicant will be bound by what is in the proposal, unless otherwise approved in writing by the City of Lock Haven. Applicant understands and accepts that the most restrictive conditions may apply.

The applicant's proposal and other materials submitted in response to the application process becomes the property of the City of Lock Haven and may be returned only at the City's discretion. Applications are public documents and may be inspected or copied by anyone after they have been reviewed and approved for funding by the City. Financial statements included in the application may also be considered public information.

The City takes no responsibility for content, or any incomplete submissions. All costs of responding to this Request for Applications are the responsibility of the applicant.



**CITY OF LOCK HAVEN  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
FY 2021 APPLICATION**

**APPLICATION DEADLINE: 4:00 PM, JULY 30, 2021**

**PLEASE PRINT OR TYPE**

Organization Name: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Contact (Name & Title): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

(Dun & Bradstreet, Inc. provides this number at no charge and it is required for federal funding recipients. See [http://www.dnb.com/US/duns\\_update/](http://www.dnb.com/US/duns_update/) )

Project Title: \_\_\_\_\_

CDBG Funds Request: \$ \_\_\_\_\_

Funding Leveraged from Other Sources: \$ \_\_\_\_\_ (Committed)

\$ \_\_\_\_\_ (Pending)

List Other Sources of Funding for this project: \_\_\_\_\_

\_\_\_\_\_

Total Project Costs: \$ \_\_\_\_\_

Estimated Time Needed to Complete Project: \_\_\_\_\_

(include engineering/architect design, permits, bid preparation, inspections, construction)

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Eligibility/National Objective: \_\_\_\_ YES \_\_\_\_ NO

Amount Requested: \_\_\_\_\_

Amount Approved: \_\_\_\_\_

Application Complete: \_\_\_\_ YES \_\_\_\_ NO



**Please fully answer the questions below. Supporting documents such as drawings, plans, maps, photographs, cost estimates, budgets, engineering/architect description, feasibility studies, etc. are very helpful.**

1. Please provide a detailed description of the proposed activity including how the activity will address the community need. Identify whether the activity is new, ongoing, or expanded from previous years. (Attach additional sheet if necessary).

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2. Identify who will benefit from the proposed activity/project (e.g. homeless, youth, seniors, disabled, etc.). Because one of the requirements is that the project benefit Low/Moderate income persons, describe the process you will use to identify these persons and ensure that the activity meets this objective. (Please attach a copy of your client application)

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3. Identify the accomplishments you intend to achieve with this activity. Provide an activity timeframe/schedule (include start, complete dates, and other significant stages).

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4. Identify any other agencies/partners for this activity/project and define the roles and responsibilities of these partners.

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5. Demonstrate that the proposed activity/project is economically feasible and can be implemented in a timely cost effective manner within the proposed timeframe.

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6. Oftentimes activities/projects that receive an award of CDBG funding are actually awarded less than the amount originally requested. This requires the submission of a revised budget and a description of how it will carry out the proposed activity with reduced funding prior to the commitment of any funding. Please indicate here whether your proposed activity/project could be undertaken with a reduced commitment of funding and if so, please highlight how that would affect the scope of services you are proposing.

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**AGENCIES OR OTHER ENTITIES SEEKING CAPITAL ASSISTANCE  
(CONSTRUCTION/REHABILITATION)**

**PROPOSED SCHEDULE OF PROJECT IMPLEMENTATION**

<b>TASK</b>	<b>DATE</b>
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**What is the status of site control? (i.e. do you own the land or under contract).**

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## CERTIFICATIONS

In order for your application to be accepted, in addition to the application itself, your organization must submit the following items to the City Planning Office **no later than Friday, July 30, 2021:**

- 1 original and 1 digital application with **all** questions completed. If an area does not apply, state N/A. Do not leave a question blank.
- Articles of Incorporation and By Laws
- Current List of Board of Directors
- Certified Organization Audit/Financial Statements of most recent year
- IRS 501 (c) (3) Designation Letter (Pending letters will not be accepted)
- Copy of IRS Form 990 filed for most recent year
- Form W-9 (can be obtained at [www.irs.gov](http://www.irs.gov))
- Current Fiscal Year Agency Budget, including all funding sources
- Job Descriptions for this activity/project, if applicable
- Organization Chart
- Signed Statement of Applicant Form

**I hereby confirm that this packet contains all materials requested.**

\_\_\_\_\_  
Print Name of person & Title

\_\_\_\_\_  
Signature of person completing application

\_\_\_\_\_  
Date



## STATEMENT OF APPLICANT

The undersigned acknowledges the following:

1. That, to the best of its knowledge and belief, all factual information provided is true and correct and all estimates are reasonable.
2. That no revised proposals/applications may be made in connection with this application once the deadline for applications has passed.
3. That the City of Lock Haven Planning Office may request or require changes in the information submitted.
4. That if the project is recommended and approved, the City of Lock Haven reserves the right to reduce and/or cancel the allocation if federal entitlement funding is canceled, reduced or rescinded.
5. The City of Lock Haven reserves the right not to fund any submittals received.
6. By submission of this application, the agency agrees to abide by the federal regulations applicable to this program.
7. By submission of this application, the agency agrees to abide by the City of Lock Haven's locally established policies and guidelines.
8. That, if the project is funded, the City will perform an environmental review prior to the obligation of funds.
9. That, if the project is funded, the City and the agency will enter into a written agreement that includes, but is not limited to, a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspension and terminations, and reversions of assets.
10. Disclosure of matters than may give the appearance of a conflict of interest (i.e. City of Lock Haven staff members/employees, elected officials, staff members' families, elected officials' families, etc.)

By signature below, the applicant acknowledges the above in its name:

Authorized Signature/Title: \_\_\_\_\_

Date: \_\_\_\_\_

